

TOWN OF DEERFIELD
Parks & Recreation Commission
December 5, 2018

Call to Order

6:00 pm: Chairman Shute called the meeting to order

Present: Jeff Shute, Chairman; Dwight Barnes, Nate Brown, Tom Buffington, Terry Crotty, Tom DuBois, Amy Harrington, and Ernie Robert, Members

Absent: Bryan Giard, Jeff D'Agostino and Brian Fisher, Members

Also Present: Nick Lawrence, Director

Minutes - November 2018 Meeting

Motion: N. Brown moves the minutes as written

Second: E. Robert

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

PTO - Triathlon

Katie Libby and Sue Fifield spoke on behalf of the DCS PTO Triathlon planning committee. The group is in the early stages of planning for the 2019 Dragon Dash Triathlon and is interested in scheduling the event during Old Home Day. They asked for the Commission's approval to do so. One of the factors that seemed to contribute to Registration numbers in 2018 is the limited number of available weekend's during the Summer. The group feels that, by joining up with the Old Home Day events more Deerfield community members will participate. They proposed folding the OHD 5K into the Triathlon, with options for participants to run the full Tri, join a team to run the Tri or to run the 5K road race only. The 2017 Triathlon course included a swim at Veasey Park, a bike in the Old Center Road area and then ran the DCS Cross Country 5K course. T. DuBois was in favor of keeping the run portion of the event in the Town Hall area as the central hub of activity. Members also voiced a preference to keep the OHD 5K registration cost free.

Motion: D. Barnes moves to allow the PTO to plan the 2019 Triathlon in conjunction with the OHD and its 5K

Second: N. Brown

Discussion: T. Crotty noted that the vote is with limitations, details to be worked out include the registration mechanics, race course and insurance coverage. The PTO group agreed and will provide updates to the Commission as OHD planning gets underway.

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

After School Clubhouse Staffing & Programs Update

DPR has made three more employment offers this week, one applicant would have full five day scheduling availability, the other two would be more limited in availability. The increased pay rate seems to have generated more interest.

ASC held a Family Fun night last Friday with approximately 90 participants. The event gave families the opportunity to meet Staff and have a fun night of pizza and games. N. Lawrence reminded that Parents Night Out will be Friday, December 7th with child care until 10p.

Basketball Update

Basketball is underway with the first games scheduled for Saturday. Chairman Shute reminded that N. Brown will serve as the Commission's Basketball representative to liaise between the the community and DPR Director.

Baseball & Softball Registration Fee

DPR is aiming to open Baseball and Softball registrations on January 1st to allow for very early planning for the season. D. Barnes has been reviewing previous years finances and reported that in 2017 the program ran \$7,500 in the red. In 2018 there were large capital expenditures. The program was \$18,000 in the negative. Backing out for the one time, capital improvement type costs, he estimates that the activities lost \$2,400. Costs that have increased include payroll and umpire expenses. He proposed increasing the registration fees by \$15-\$20 per player. N. Lawrence has surveyed other Towns in the Lamprey River and determined that Auburn fees are \$120, Nottingham is \$135 for baseball majors. Raymond's fees are lowest at \$75. Deerfield charged \$90 in 2018. T. DuBois reminded that Deerfield parents have no additional fundraising obligations, as is standard in other Towns, and felt the moderate increase was reasonable.

Motion: D. Barnes moves to increase the baseball and softball registration fees by \$15 per person, to install a \$250 family maximum, and to have a \$5 early registration discount, leaving tee ball fees unchanged

Second: A. Harrington

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

D. Barnes noted that there is a large amount of old equipment, particularly catcher's equipment, that DPR is looking to dispose of if there is anyone in need. Chairman Shute suggested looking into the auction that the Town will be doing. The Commission thanked D. Barnes for his time spent researching the Baseball/Softball financials and proposal.

Veterans Day & Sit With Santa Recap

The Veteran's Day recognition event was held November 12th with between 60 and 70 attendees. The Commission thanked Mike Nickels, the Girl Scouts, Boy Scouts and Cub Scouts for their participation in the vent.

Sit with Santa was also a success with between 50 and 60 attendees.

Winter Carnival

Winter Carnival will be held Sunday, January 20th with Monday, January 21st (MLK Day) as the inclement weather alternative. The even will tentatively run from 11:30a - 5p.

Chairman Shute asked that anyone from the Commission or the Community who may be interested in developing a Community Ice Skating reach out to the Commission. It can be a lot of work, but would be a great activity to have available and could perhaps be tied into the Winter Carnival.

One Call Now

Parks & Rec has been looking into ways to more directly communicate with families, particularly when there are weather cancellations that impact After School Clubhouse. The One Call Now system used by DCS was proposed, the cost for 2,000 contacts is \$2,000/year, 1,000 contacts would be a cost of \$1,600/year. N. Lawrence estimates that the 1,000 contact level would be sufficient at this time. Chairman Shute asked whether all contacts would be receiving the same messages, T. Crotty responded that the system allows for filtering so that messages can be directed to certain groups within the database. T. DuBois and T. Buffington spoke in favor of the proposal.

Motion: D. Barnes moves to approve DPR establishing a One Call Now contract at the 1,000 contact level and to review the service and experience in 11 months

Second: T. Buffington

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

D. Barnes encouraged the staff to use the service to emphasize registration deadlines. N. Lawrence updated that DPR has also signed up to post cancellations through WMUR.

DPR Financial Reports

D. Barnes presented a current accounting of the revolving fund. He has done a review together with the Town Bookkeeper, Pete Lemay. He proposed consolidating nine unused lines into a new "Dormant Programs" line and to add a new expense line for "Parks & Recreation Administration" to include items like the Assistant Director and After School Clubhouse Director's salaries. The current way invoices are submitted and allocated is complicated and cumbersome. He recommended using 26 fixed expense categories to allow for better tracking and reporting. It was recommended that Youth Softball be broken into its own expense line and to rename one of the current unused lines for that purpose. T. Crotty suggested using a new line for Youth Softball in order to keep the accounting history more clean, D. Barnes agreed and will discuss further with Pete. The Commission thanked Dwight for his extensive work in this area.

D. Barnes updated that \$1,600 was received into the Joe Stone Good Sport Fund in 2018 including a \$50 donation, \$595 from Old Home Day 50/50 and Ice Cream Sales, and \$915 detailed as Old Home Day Sports Memorabilia auction proceeds. Having awarded three \$500 scholarships in 2018 the current balance of the account is approximately \$2,100. T Crotty asked whether the auction proceeds were a net amount as he didn't recall the profit being that high, D. Barnes will verify. Chairman Shute noted that the Commission should look to get on the upcoming Coffeeshouse schedule.

Motion: T. Crotty moves to approve the Parks & Recreation Department accounting adjustments as proposed by D. Barnkes

Second: E. Robert

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

New/Old/Unfinished Business

Chairman Shute reminded that he will be vacating the Chair position. With no immediate nominations the Commission agreed to appoint a replacement at the January Meeting.

Citizens Comments

None

Adjournment

Motion: T. Crotty moves to adjourn

Second: D. Barnes

Vote: Yea 8, Nay 0, Abstained 0 - Motion Carries

Next Meeting Wednesday, January 2nd @ 6:00pm

The Minutes were Transcribed and Respectfully Submitted by Katherine A. Libby, Recording Secretary.

Pending Approval by the Parks & Recreation Commission